



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.

Title Executive Assistant 4 [Unclassified]			Salary V32 \$90,556.76 - \$129,427.04
Posting Number E301-20	Position Number 961898	Number of Positions 1	Posting Period * From: 09/29/2020 To: 12/29/2020
Location: Division of Epidemiology, Environmental & Occupational Health Office of Assistant Commissioner 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of a Commissioner, Deputy Commissioner, Assistant Commissioner or other executive official, this position will serve as the overarching fiscal/administrative Director of NJDOH's EEOH COVID response activities. This position will have responsibility of supervising subordinate positions within the Office of the Assistant Commissioner as well as setting goals and responsibilities to achieve the administrative aspects of CDC's multi-year COVID award portfolio. This position will build expertise to support management for COVID-19 related activities to meet the terms and conditions of the ELC Enhancing Detection Cooperative Agreement and accommodate the demands of managing the Coronavirus Relief Funding (CRF) portfolio. Responsibilities include: meeting the higher level demands of the CRF portfolio, including representing DEEOH with other Assistant Commissioners, Commissioner's Office coordination with external agencies and the Governor's Office, and representing New Jersey at CDC ELC's required grantee meetings in Atlanta. Develops/maintains a cross cutting "dashboard" of global ELC activities throughout all Departments for situational awareness of activities and provides feedback to leadership where appropriate.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college with a Bachelor's degree.</p> <p>EXPERIENCE: Five (5) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Management or other closely related field may be substituted for one (1) year of experience.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTEEOH@doh.nj.gov • Mail the required documents to: Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #E301-20 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

-
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*